

For Employees –

Where to Find Performance and Appraisal Information

Performance Information

1. Select **My Biz > My Information**.
2. Select from the following links found in the middle section of the page:
 - **Awards and Bonuses** - Displays all award details such as date award earned, award type, amount, and percentage, etc.
 - **Performance** - Displays appraisal information such as the appraisal start date, appraisal type, rating of record and date effective. Select **Show** to expand the information. Select **Hide** to collapse the information.
 - **Personnel Actions** - Displays SF-50, Notification of Personnel Action (NPA).

NOTE: The sequence of actions processed is:

894 - Gen Adj

891 - Reg Perf Pay

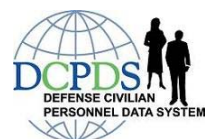
885 - Lump Sum Performance Payment RB-ILPA

- Check the box to select the NPA you wish to view. More than one box can be checked at a time.
- Select the **View Selected** button to view the selected NPAs.


NOTE: To save a copy of the viewed NPAs, select **File > Save a Copy**. Select **OK**.

After entering **Save In** and **File Name**, select **Save**.

3. Select **Home** at the top right side of the page to return to the *Navigator Page*.



Completed Plans/Appraisals

1. Select **My Biz > Performance Appraisal Application (PAA)**
2. Select **Performance Appraisal Application Version 2** button to access fiscal year 08 annual appraisal activities.
3. Begin at the *Performance Appraisal Application Main Page*.
4. Select  [Show Completed Plans/Appraisals](#) to expand this area.
5. Select the **Find** button to search for all completed plans/appraisals. You can enter search criteria; e.g. Event = Annual Appraisal - NSPS, and then select **Find**.
6. Under the **Event** column, locate **Annual Appraisal - NSPS** for the appropriate appraisal year; e.g., Appraisal Year 2009.
7. Select the **Print** icon under **Generate Appraisal Form** column to view/save your completed appraisal.
8. Select **Save** on the File Download box. After entering **Save In** and **File Name**, select **Save**.
9. Select **Open** on the Download Complete box to view the DD Form 2906.
 - Page 7 contains Part O - Employee Self-Assessment for Annual Appraisal. Any overflow will appear in supplemental pages at the end of the form.
 - Page 8 contains Part P - Rating Official Assessment for Annual Appraisal. Any overflow will appear in supplemental pages at the end of the form.
 - Page 9 contains Part S - Annual Performance Ratings.
8. To close the form, select the red X in the upper right hand corner.
9. Select **Logout** at the top right side of the page to exit.

